



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
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IN REPLY REFER TO

NAVAIRINST 5354.1B

AIR 7.3.2

22 Sep 97

NAVAIRINST 5354.1B

Subj: COMMAND MANAGED EQUAL OPPORTUNITY

Ref: (a) OPNAVINST 5354.1D  
(b) OPNAVINST 5354.3D  
(c) SECNAVINST 1752.4

Encl: (1) Naval Aviation Systems Team Command Managed Equal Opportunity Booklet

1. Purpose. To issue policy and procedures for Command Managed Equal Opportunity (CMEO) within the Naval Aviation Systems Team (TEAM).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5354.1A. Since this is a major revision, changes have not been indicated. This instruction should be read in its entirety.

3. Background. Equal Opportunity (EO) is an inseparable element of sound leadership. The Navy is engaged in a vigorous effort to ensure that all commands, ashore and afloat, are fully capable of maintaining the EO Program. CMEO will provide each command the training needed to be self-sustaining, thus allowing the appropriate echelons in the chain of command to monitor and evaluate the EO Program.

4. Discussion. EO plays a vital role in maintaining a high state of morale, discipline, and a combat ready force. An important aspect of EO is continuing encouragement of proper behavior and attitudes that maximize morale, productivity, and the most cost-effective utilization of Navy personnel. Training Navy personnel in promoting and understanding cultural and ethnic differences, and in prevention of sexual harassment and countering discrimination practices, is a command responsibility. Commanders are required to support the Navy's EO Program by implementing the provisions of reference (a). Each command directly controls, assesses, and is responsible for its EO climate. Quality and continuity of effort are enhanced through established command inspection/evaluation programs.

5. Policy. The Commander, Naval Air Systems Command fully supports the policies established by the Secretary of the Navy and the Chief of Naval Operations to achieve an environment of equality for all personnel at every level in the chain of command. EO and fair treatment are command responsibilities throughout the TEAM. All members must understand their rights and responsibilities and will be held accountable for their actions. Any grievance or complaint will be promptly and fairly evaluated and acted upon by the command.

Whenever possible, the conflict should be resolved at the lowest possible level through the informal resolution system, per reference (a). Formal complaints, NAVPERS 5354/2, should only be considered if filed within 60 days of the incident. An appropriate command representative (advocate) shall be assigned by the commander to ensure that each complainant, witness, and accused is advised of available support and counseling services. Members who use grievance procedures shall be free from reprisal action at every stage of the presentation or process of the grievance.

6. Action

a. Commanders, commanding officers, officers-in-charge, competency leaders, program executive officers, and program managers will ensure command policies, procedures, and continuing actions support the principles and practices of EO and fair treatment.

b. Commanders, commanding officers, and officers-in-charge will:

(1) revise/promulgate command EO policy statement within 90 days of assuming command;

(2) will appoint a CMEO Officer to assist the executive officer in carrying out the duties and responsibilities of the Command Assessment Team (CAT) and in coordinating the training conducted by the Command Training Team (CTT). In small commands (less than 500 military personnel assigned), the duties of the CMEO Officer may be assigned to the Command Master Chief (CMC) or equivalent position. That individual must be fully immersed in all aspects of the CMEO process, to include familiarity with all EO cases, command assessment results, and grievance/redress actions. In large commands, (greater than 501 personnel assigned), an E8 through CWO4, or an officer with at least four years of service, may be appointed by the commander. The training required, duties, and responsibilities of the CMEO Officer are detailed in appendix E of reference (a).

c. Every command with more than 50 personnel is required to have a CAT to conduct command assessments. The executive officer chairs the CAT. Membership must include the CMC, command career counselor, personnel officer, legal officer, CMEO Officer, CTT leader, and at least one department head. Additional membership should reflect the demographics (pay grade, gender, race, and ethnicity) of the command. Commands with civilian personnel assigned should augment the CAT with civilian representation. Commands with fewer than 50 military personnel assigned are not required to have a CAT; however, the activity must, with Immediate Superior in Charge (ISIC) assistance, still conduct command assessments and address EO issues/areas of concern. Qualification requirements for CAT members should be in accordance with reference (a). The CAT will meet a minimum of four times per year on a quarterly basis.

d. Command EO assessments are required within six months following change of command and at least annually thereafter. The most recent command assessment will be included as a part of the commander's turnover. The Command Assessment Team System (CATSYS) will be used throughout the TEAM as the tool for assessing the command. CATSYS 4.0 is designed for those commands that have both military and civilians assigned and is available upon request to trained

CMEO officers. Appendix A should be used for collection of demographic data for annual assessments and retained locally. Command assessments will be maintained for 36 months.

e. Every command with 50 or more permanently assigned military personnel is required to have a CTT to present command specific training, Navy Rights and Responsibility (NR&R) workshops, sexual harassment training, and such other EO training as may be required. ISICs may opt to provide centralized NR&R workshops for subordinate commands with less than 50 personnel assigned. The CTT leader must be a division officer or department head. Qualification requirements for CTT members should be in accordance with reference (a).

7. Training. All CAT/CTT members must be formally trained and designated by the commander and must be familiar with all applicable instructions.

8. Reports. The Navy is required to collect data on discrimination and sexual harassment complaints in accordance with reference (a), (b), and (c). The following reports are required: Discrimination and Sexual Harassment (DASH), and Rape and Sexual Assault (RASA) reports. Appendix (B) and (C) shall be used and forwarded to Naval Air Systems Command, (AIR 7.3.2). DASH and RASA initial reports should be completed within ten days of the initial notification to any Navy or Marine Corps support service or command. Continuation reports will be used to provide new information and must be submitted to NAVAIR at least quarterly until final resolution of case. Final resolution reports refers to completion of investigative, disciplinary and/or administrative actions (e.g., defendant found guilty/not guilty, case determined administratively separated).

9. Review. AIR-7.3.2 shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.



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NAVAIRINST 5354.1B

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NAVAIRINST 5354.1B

AIR-7.3.2

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# NAVAL AVIATION SYSTEMS TEAM

## COMMAND MANAGED EQUAL OPPORTUNITY BOOKLET

Enclosure (1)

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NAVAL AIR SYSTEMS COMMAND  
STANDARDIZED COMMAND ASSESSMENT PACKAGE

**PURPOSE.** To provide standardized and computerized formats for all NAVAIR command's annual command Equal Opportunity (EO) assessment data collection and completed assessment package.

**BACKGROUND.** The command assessment process, when properly executed, is an invaluable personnel management tool for commanding officers. While the assessment process is a means to assess the EO climate of a command, it also proves to be an excellent mechanism for monitoring other personnel issues. Each Navy command is required to conduct an annual command assessment and have a formally trained Command Assessment Team (CAT) appointed, in writing, by the commanding officer.

The command assessment process consists of a ten step method found in the Step-By-Step Guide, provided during the formal Command Assessment Team Indoctrination (CATI) course. Development of this standardization package explains the basic assessment process and standardizes documentation of the required data collection elements.

**DISCUSSION.** The Standardized Command Assessment Package contains the following: All required assessment document worksheets; CATSYS 4.0 Response Sheet (The response sheet will assist in simplifying data inputs into the CATSYS program.); and Interview Process Worksheet. (This worksheet is a guide to assist interviewers in conducting effective interviews.)

The following text explains each portion of the Standardized Command Assessment Package in relation to the current ten-step assessment process. Each command shall compile all required data utilizing the standard formats provided on the accompanying diskette (disk 4).

DISK	FILE	DESCRIPTION
Disk 1		ADOBE ACROBAT READER 2.0
Disk 2		CATSYS 4.0 User Guide
Disk 3		Command Assessment Team Survey System (CATSYS 4.0)
Disk 4	process.doc	Standardized Command Assessment Package User Guide
	mil-svy.doc	CATSYS 4.0 Response Sheet - Military
	civ-svy.doc	CATSYS 4.0 Response Sheet - Civilians
	interview.doc	Interview Process Worksheet
	Directory /scap/*.*	
	cover.doc	Assessment Completion Memorandum
	Demo(1).xls	Standard Demographic Forms
	<b><i>Demo(2).xls</i></b>	<b><i>CATSYS 4.0 Standard Mean Matrix</i></b>
	matrix.doc	Data Reduction Matrix & <b><i>Plan of Action and Milestone (POA&amp;M) Form</i></b>

**NOTE:** ***Bold Italic items*** shall be forwarded to NAVAIR Equal Opportunity Assistant (EOA) upon completion of the assessment.

**GETTING STARTED.** ***It is a good idea to check your PC and the CATSYS 4.0 program diskette for computer viruses before installation.***

**Disk 1:** Adobe Acrobat Reader (version 2.0) is a software program that allows you to view, navigate and print the contents of an electronically published document without the need for any additional programs. For more information about the program and to download updated versions of the reader from the website, go to: <http://www.adobe.com/acrobat/windows.html>

**Installing Adobe Acrobat Reader 2.0 in Windows 3.1/3.11.**

1. Place disk 1 in the diskette drive.
  2. Start the File Manager
  3. Select Run from the File menu and type a:acroread.exe (substitute "b" if the disk is in the "b" drive).
  4. Click on OK.
  5. The setup program will begin and install Reader in the directory you indicate.
  6. Files that are electronically published in Acrobat will have the extension "\*.pdf."
- Click on the Acrobat Reader icon and open the file with extension "\*.pdf" that you wish to view.

**Installing Adobe Acrobat Reader 2.0 in Windows 95.**

1. Place disk 1 in the diskette drive.
  2. Click on Start.
  3. Click on Run.
  4. Type a:acroread.exe (substitute "b" if the disk is in the "b" drive).
  5. The setup program will begin and install Reader in the directory you indicate.
  6. Files that are electronically published in Acrobat will have the extension "\*.pdf."
- Click on the Acrobat Reader icon and open the file with extension "\*.pdf" that you wish to view.

**Disk 2:** Access the CATSYS 4.0 User Guide by using the Acrobat Reader.

**Disk 3:** The CATSYS 4.0 diskette contains three programs -- MILITARY, CIVILIAN, and TOPCAT -- on a single diskette. Use MILITARY to input and analyze responses to the military version of the Command Equal Opportunity/Sexual Harassment (CEOSH) survey. Use CIVILIAN to input and analyze responses to the civilian version of the CEOSH survey. TOPCAT is a program that reads in the data files from MILITARY and CIVILIAN and compares the results.

Files from the CATSYS 4.0 diskette must be transferred to three separate directories on the hard drive of your computer. To save space, the files on the CATSYS 4.0 diskette are stored in compressed form and must be uncompressed using the procedures described in the User Guide pages 5 to 21.

In order to use all functions of CATSYS 4.0, all three programs (MILITARY, CIVILIAN, and TOPCAT) must be loaded. However, if you do not need to do MILITARY/CIVILIAN comparisons, the system will run with just MILITARY or CIVILIAN loaded, depending upon the needs of the command.

**Disk 4:** The files contained on disk 4 are ready for use in the Windows applications of Word and Excel. Files with an extension of "\*.doc" are for use in Word. Files with an extension of "\*.xls" are for use in Excel.



**POINT OF CONTACT.** Any questions pertaining to this project should be directed to the NAVAIR EOA, Patuxent River, MD.

## **COMMAND ASSESSMENT 10 STEP PROCESS**

⇒ **STEP 1 -- ESTABLISH COMMAND COMMITMENT:** Command commitment is an essential element in conducting a successful EO self-assessment. Therefore, completion of Step 1 is a necessity prior to the command assessment team's first meeting.

⇒ **STEP 2 -- IDENTIFY, TRAIN, AND ASSEMBLE CAT MEMBERS:** In preparing to conduct the annual assessment, the CMEO Officer should ensure mandatory members and others appointed by the commanding officer are formally trained. Mandatory members include: executive officer (Chairperson); CMC (or equivalent); command career counselor, personnel officer, legal officer, CMEO officer, Command Training Team (CTT) leader, and at least one department head. Additional members should reflect the demographics of the command. Commands with civilian personnel assigned may augment the CAT with civilian representation. Assemble the team for the first CAT meeting. Brief the CAT on the purpose and objectives of the assessment process and the commanding officer's expectations. Move on to Step 3.

**STEP 3 --REVIEW DATA COLLECTION STRATEGIES:** Utilizing the appropriate CAT members, assign data collection responsibilities and require the utilization of the forms contained in Appendix A (Disk 4; /scap/Demo(1).xls). This meeting is also the forum to discuss a plan of action for executing the administration of the CATSYS survey. *CATSYS 4.0 is a mandatory survey.* This does not preclude a command from using an additional attitudinal survey. At this point the team should discuss the development of any command specific, essay type, questions. Refer to the CATSYS User Guide for more information and details on how to set up CATSYS 4.0. The CATSYS Response Sheet will enhance data entry into the CATSYS system and assist in reducing paper usage. Steps 1 through 3 are planning and organizational steps.

⇒ **STEP 4 -- COLLECT COMMAND DEMOGRAPHICS:** Execute assigned demographic data collection responsibilities. Provide CAT members assigned to collect the required data, with a copy of the appropriate standardized data collection forms. Calculation of figures and percentages by the data collector *is not required*. Microsoft Excel will do all the necessary computations.

⇒ **STEP 5 -- ADMINISTER CATSYS SURVEY:** Execute the CAT's plan of action for administering the CATSYS survey concurrently with Step 4. Since CATSYS is a standard survey, use of the CATSYS Response Sheet can greatly reduce survey reproduction. Upon collection of all completed surveys, enter the raw data into the CATSYS system and print out required reports. To complete the CATSYS Standard Mean Matrix (Disk 4; /scap/Demo(2).xls) transfer the standard means found on the CATSYS Table of Raw Frequencies. To enter the percentages for the EO Sexual Harrassment training section transfer the information found on the CATSYS Table of Collapsed Frequencies report. This matrix is an excellent analysis tool in Step 6 and will be forwarded to the NAVAIR EOA upon completion of the assessment.

⇒ **STEP 6 -- CONDUCT ANALYSIS LOOP:** During this step you will be calling a meeting of the CAT membership to review and analyze the data collected in steps 4 and 5. Document all significant findings, concerns and questions on the appropriate Data Reduction Matrix (Disk 4; matrix.doc). Validations of the survey require another means of data collection. The validation process includes conducting interviews and observations. Step 6 is the time to develop the interview questions, discussing interview strategies. Appendix A-21 is an interview worksheet to assist interviewers in conducting effective interviews and standardized documentation of responses. The CAT should also develop and discuss the goals, objectives and strategies for conducting observations.

⇒ **STEP 7 -- CONDUCT INTERVIEWS & OBSERVATIONS:** Execute the CAT's interview and observation plan of action. Documentation of all interviews and observations should be in an agreed upon standard format to assist the CAT in analysis.

⇒ **STEP 8 -- DEVELOP A PLAN OF ACTION (POA&M):** This step requires the CAT to re-enter the analysis loop. Assemble the CAT together to review the findings of Step 6 and to analyze the data collected in Step 7. At this point in the assessment process the CAT should have enough data to develop a listing of findings and recommendations. List all the CAT's findings and recommendations. This list will become part of the final assessment package. Develop a POA&M for each area of concern. The standard format is included on Disk 4, matrix.doc.

⇒ **STEP 9 -- PRESENT FINDINGS AND RECOMMENDATIONS:** In preparing to present the CAT findings and recommended POA&M(s) to the commanding officer, assemble the standardized assessment package. On Disk 4 (file: cover.doc) is a standard completion memorandum. At a minimum the command's final assessment package must contain all mentioned enclosures. The actual presentation of this data is left to the discretion of each command.

⇒ **STEP 10 -- WRAP-UP ASSESSMENT PROCESS:** Wrap-up of the annual assessment process includes the following:

- a. Commanding Officer's approval of CAT's findings and POA&M(s);
- b. *Forward the CATSYS Standard Mean Matrix and approved POA&M(s) to NAVAIR EOA;*
- c. File a copy of the final assessment package. Assessments shall be retained for 36 months.

At this point the CAT has successfully completed the assessment process. It is imperative that the command perform regular reviews and follow-up on the approved POA&M(s) to ensure proper execution and check the effectiveness of the corrective actions taken.

The NAVAIR EOA will use all forwarded documents to compile a list of EO concerns in fulfilling the BUPERS reporting requirements and to compile a Force-Wide survey norms and assessment package. The results of the force-wide assessment will be published via letter.

## DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORTING PROCEDURES

1. Reference (b) outline the Navy's DASH reporting requirements and time standards for the investigations of discrimination and sexual harassment complaints. The purpose of the following text is to enhance the standards for complaint submission, so that our work will be timely, fair to all involved, and produce just results.

### 2. STANDARDS

a. Investigations. Investigations will commence within three days or less of the initial notification of wrongdoing.

b. Notification. Notification to accuser of investigation commencement must take place on the same day it begins. This notification will be a formal counseling session.

(1) The counseling session is the time to give the accuser some feedback on the investigation, purpose of determining the facts and producing a just result.

(2) Accuser must be notified of what actions need to be taken should reprisal be experienced.

c. Resolution. Completion of the investigation, determination of the validity of the charges, holding of any resulting nonjudicial punishment, preferring of charges if a court-martial is contemplated, and notification to accused and accuser of command decisions should be completed not later than 14 days from investigation commencement.

### 3. REPORTING

a. Investigation Delays. While processing a case and determining that the above time standards cannot be met, an OPREP (SITREP if an OPREP has already been used on the particular case) to report the reasons the case is taking more than the standard and request any assistance required to resolve the case (or state no additional assistance is required). Continuation SITREPS must be submitted every 14 days thereafter, until the incident is resolved.

b. DASH Reporting. Reference (b) requires the reporting of formal discrimination and sexual harassment complaints.

(1) An incident of discrimination or sexual harassment is to be reported via DASH when the following conditions are met:

(a) Incident involves as the victim (known as the recipient), a military member or military family member who is not a civil service employee;

(b) Incident has not been resolved by informal means, but is being pursued through one of the following avenues: CO's NJP, court-martial, administrative separation processing, NAVREGS 1150 complaint, or UCMJ Art. 138 complaint.

(2) The command responsible for generating an incident report is identified as follows:

- (a) If recipient is active duty, by their permanent duty station;
- (b) If recipient is a family member, by sponsor's permanent duty station;
- (c) If recipient is TAD, by recipient's permanent duty station; or
- (d) If recipient is in transient status, by the command that is processing the formal complaint.

**NOTE:** A separate incident report will be filed for each recipient. Never file multiple recipients on one incident report.

Quarterly Reports: Commands are required to forward DASH input forms, using the enclosed format, to the ISIC no later than the last day of each quarter (December, March, June, September). All ISIC commands are required to report all DASH inputs received in the quarter not later than the tenth day of the following months (January, April, July, October). An incident tracking number will be assigned and passed back down the chain of command to the command initiating the report.

c. Continuation Reports. A continuation report will be filed as necessary to reflect any new developments in the case, or at a minimum, when a incident is resolved.

d. Incident Resolution. An incident will be considered resolved when the complainant has signed NAVPERS 5354/2, block 17A; and/or NJP/court martial punishment proceedings are complete.

e. Files. All reports will be maintained by initiating command for two years.

## RAPE AND SEXUAL ASSAULT (RASA) REPORTING/DATA COLLECTION

1. Effective 1 April 1995 commanding officers were to begin reporting, to their Echelon II Commanders, all incidents involving sexual assault. The following text summarizes reference (c) which will provide information necessary for data collection and reporting.

### 2. STANDARDS

a. The term "Sexual Assault" includes UCMJ 120-Rape, UCMJ 125-Forcible Sodomy, UCMJ 134-Assault with intent to commit Rape/Sodomy and Indecent Assault.

b. Reportable Incident. Incident occurs in areas under Navy control/jurisdiction regardless of victim(s) or offender(s) duty/military status or nationality.

c. Regardless of location, incidents involving victims that are active duty members, family members, or the alleged offender is a/an active duty naval service member; reservist on active duty, or active duty member of another service assigned to a Navy command.

**NOTE:** Assault on victims under age 18, or who are married to the offender, should be reported through Family Advocacy Program and a Violent Crime UNIT SITREP.

#### d. Reporting Command

(1) Victim is a Navy member or family member. Victim's/sponsor's command will report and inform all intermediate commands.

(2) Victim is not a Navy member but alleged offender is. Alleged offender's command will report, and inform all intermediate commands.

(3) Both victim and offender are Navy members. Victim's command will report, and inform all intermediate commands and alleged offender's command.

(4) Neither victim nor offender is a Navy member. CO of installation/activity where assault occurred will report, and inform all intermediate commands.

### 3. REPORTING

a. UNIT SITREP. Initial report shall be submitted to NAVAIR informing the chain of command within ten days. Reference (c) contains the message format. These reports should not be delayed if all data is not immediately available. If information is not available, this should be stated. Status reports shall be made monthly until final resolution.

b. Quarterly RASA Data Collection. Use this form to report the status of incidents occurring and/or ongoing within each reporting quarter.

(1) Initial Report, reporting all new incidents within the reporting quarter.

(2) Continuation Report, providing status of on going case(s) within the reporting quarter.

(3) Final Report, providing disposition of closed case(s), including outcome of all legal or administrative proceedings.

c. Reports must reach the TYCOM no later than the first day of the month following the end of each quarter (January, April, July, October). **Negative reports are required in writing.**

NOTE: A separate incident report will be filed for each victim. Never have multiple victims reflected in one incident report.

#### 4. DATA COLLECTION

a. Data Collection Coordinator (DCC). Duties and responsibilities include: maintaining appropriate liaison with governmental agencies, data collection, and reporting; obtain required data from agencies, listed below, rather than the victim or alleged offender; protect the victim's and alleged offender's identities during data collection and reporting. The DCC must not interfere with on going criminal investigation.

b. Data Collection Points of Contact. Family Service Center-Sexual Assault Victim Intervention Coordinator; Naval Criminal Investigative Service; Local Law Enforcement Agencies; Medical Treatment Facilities; Staff Judge Advocate; Naval Legal Services Offices.

# SAMPLE

## FOR OFFICIAL USE ONLY

From: Chairperson, Command Assessment Team  
To: Commanding Officer

Subj: 19\*\* COMMAND EQUAL OPPORTUNITY CLIMATE ASSESSMENT  
RESULTS

Ref: (a) OPNAVINST 5354.1D

Encl: (1) Records & Reports Data Matrix/Command Demographic Data  
(2) Survey Analysis Data Matrix/CATSYS Standard Mean Matrix  
(3) Interview/Observation Data Matrix  
(4) Assessment Findings  
(5) Recommended Plan of Action & Milestones

1. Background. Reference (a) requires each Navy command to conduct an annual assessment of its Equal Opportunity (EO) climate. Enclosures (1) through (5) document the command's current EO climate assessment.

2. Discussion. Enclosure (1) contains the command composition and yearly results on command advancement, retention, discipline, awards and discharges. Enclosure (2) displays a breakdown of survey responses, by module, question, race/ethnic group, gender and officer/enlisted status. Interviews and observations were conducted, subsequent to the survey, to clarify comments made relative to perceptions within the command. Interview and observation results are documented in enclosure (3). Comments and analysis relative to all data collected are compiled in enclosure (4) as the assessment team's findings.

3. Plan of Action and Milestones (POA&M). In response to enclosure (4), the Command Assessment Team (CAT) has developed proposed POA&M(s), enclosure (5), to provide specific recommendations for a course of action and assist in monitoring the accomplishment of such actions.

4. Members of the CAT are available to discuss any particulars of the assessment process and/or data at your convenience.

Respectfully submitted,

Executive Officer  
Chairman, Command Assessment Team



Command Assessment Data Matrix

	Retention	Advancement	Discipline	Awards
Records & Reports				
Additional Questions				
Summary				

## Demographics and Retention Data

### Command Demographics

	Male		Female		Total		Command
	Number	Percent	Number	Percent	Number	Percent	Percent
<b>Officers:</b>							
Native American		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Asian/Pacific Islander		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Black (Non-Hispanic)		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Hispanic		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
White (Non-Hispanic)		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Other/Unknown		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
<b>Officer Total:</b>	0	#DIV/0!	0	#DIV/0!	0		#VALUE!
	Male		Female		Total		Command
	Number	Percent	Number	Percent	Number	Percent	Percent
<b>Enlisted:</b>							
Native American		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Asian/Pacific Islander		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Black (Non-Hispanic)		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Hispanic		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
White (Non-Hispanic)		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
Other/Unknown		#VALUE!		#VALUE!	#VALUE!	#VALUE!	#VALUE!
<b>Enlisted Total:</b>	0	#VALUE!	0	#VALUE!	#VALUE!		#VALUE!
<b>Command Total:</b>	0	#VALUE!	0	#VALUE!	#VALUE!		

### Retention Data

	First Term			Career			Command
	Eligible	Ineligible	Reenlisted	Eligible	Ineligible	Reenlisted	Percent
Native American	0	0	0	0	0	0	#DIV/0!
Male							#VALUE!
Female							#VALUE!
Asian/Pacific Islander	0	0	0	0	0	0	#DIV/0!
Male							#VALUE!
Female							#DIV/0!
Black (Non-Hispanic)	0	0	0	0	0	0	#DIV/0!
Male							#VALUE!
Female							#VALUE!
Hispanic	0	0	0	0	0	0	#DIV/0!
Male							#VALUE!
Female							#VALUE!
White (Non-Hispanic)	0	0	0	0	0	0	#DIV/0!
Male							#VALUE!
Female							#VALUE!
Other/Unknown	0	0	0	0	0	0	#DIV/0!
Male							#DIV/0!
Female							#DIV/0!
Totals: Male	0	0	0	0	0	0	#DIV/0!
Totals: Female	0	0	0	0	0	0	#DIV/0!
<b>Grand Total:</b>	0	0	0	0	0	0	#DIV/0!

## Advancement Data

Advancement Data												
		E-2 to E3					E-3 to E-4					
		Elig	Qual		Adv.		Elig	Qual	T/E	Adv.	PNA	Fail
Native American		0	0		0		0	0	0	0	0	0
	Male											
	Female											
Asian/Pacific Islander		0	0		0		0	0	0	0	0	0
	Male											
	Female											
Black (Non-Hispanic)		0	0		0		0	0	0	0	0	0
	Male											
	Female											
Hispanic		0	0		0		0	0	0	0	0	0
	Male											
	Female											
White (Non-Hispanic)		0	0		0		0	0	0	0	0	0
	Male											
	Female											
Other/Unknown		0	0		0		0	0	0	0	0	0
	Male											
	Female											
Totals:	Male	0	0		0		0	0	0	0	0	0
	Female	0	0		0		0	0	0	0	0	0
Grand Total:		0	0		0		0	0	0	0	0	0
Percentages:				###						###	###	###

  

		E-4 to E-5						E-5 to E-6					
		Elig	Qual	T/E	Adv.	PNA	Fail	Elig	Qual	T/E	Adv.	PNA	Fail
Native American		0	0	0	0	0	0	0	0	0	0	0	0
	Male												
	Female												
Asian/Pacific Islander		0	0	0	0	0	0	0	0	0	0	0	0
	Male												
	Female												
Black (Non-Hispanic)		0	0	0	0	0	0	0	0	0	0	0	0
	Male												
	Female												
Hispanic		0	0	0	0	0	0	0	0	0	0	0	0
	Male												
	Female												
White (Non-Hispanic)		0	0	0	0	0	0	0	0	0	0	0	0
	Male												
	Female												
Other/Unknown		0	0	0	0	0	0	0	0	0	0	0	0
	Male												
	Female												
Totals:	Male	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:		0	0	0	0	0	0	0	0	0	0	0	0
Percentages:				###	###	###				###	###	###	

## Advancement Data

Advancement Data									
	E-6 to E-7						E-7 to E-8		
	Elig	Qual	T/E	B/Elig	B/Inelig	Adv.	Eligible	Qualified	Selected
Native American	0	0	0	0	0	0	0	0	0
Male									
Female									
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0
Male									
Female									
Black (Non-Hispanic)	0	0	0	0	0	0	0	0	0
Male									
Female									
Hispanic	0	0	0	0	0	0	0	0	0
Male									
Female									
White (Non-Hispanic)	0	0	0	0	0	0	0	0	0
Male									
Female									
Other/Unknown	0	0	0	0	0	0	0	0	0
Male									
Female									
Totals:	0	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0	0
Grand Total:	0	0	0	0	0	0	0	0	0
Percentages:				#DIV/0!	#DIV/0!	#DIV/0!			#DIV/0!

  

	E-8 to E-9		
	Eligible	Qualified	Selected
Native American	0	0	0
Male			
Female			
Asian/Pacific Islander	0	0	0
Male			
Female			
Black (Non-Hispanic)	0	0	0
Male			
Female			
Hispanic	0	0	0
Male			
Female			
White (Non-Hispanic)	0	0	0
Male			
Female			
Other/Unknown	0	0	0
Male			
Female			
Totals:	0	0	0
Male	0	0	0
Female	0	0	0
Grand Total:	0	0	0
Percentages:			#DIV/0!

## Discipline & Awards

Discipline Data						
	Placed on Report	Repeat Offenders	Dismissed Prior to Mast	Dismissed at Mast	Received Punishment	Referred to Court-Martial
Native American	0	0	0	0	0	0
Male						
Female						
Asian/Pacific Islander	0	0	0	0	0	0
Male						
Female						
Black (Non-Hispanic)	0	0	0	0	0	0
Male						
Female						
Hispanic	0	0	0	0	0	0
Male						
Female						
White (Non-Hispanic)	0	0	0	0	0	0
Male						
Female						
Other/Unknown	0	0	0	0	0	0
Male						
Female						
Totals: Male	0	0	0	0	0	0
Female	0	0	0	0	0	0
Grand Total:	0	0	0	0	0	0

  

Award Data						
	NCM	NAM	Fleet/Force LOC	Group/Sqdm LOC	SOQ	SOY
Native American	0	0	0	0	0	0
Male						
Female						
Asian/Pacific Islander	0	0	0	0	0	0
Male						
Female						
Black (Non-Hispanic)	0	0	0	0	0	0
Male						
Female						
Hispanic	0	0	0	0	0	0
Male						
Female						
White (Non-Hispanic)	0	0	0	0	0	0
Male						
Female						
Other/Unknown	0	0	0	0	0	0
Male						
Female						
Totals: Male	0	0	0	0	0	0
Female	0	0	0	0	0	0
Grand Total:	0	0	0	0	0	0

## Discharge Data

Discharge Data					
	Honorable	General	Other Than Honorable	Bad Conduct	Dishonorable
Native American	0	0	0	0	0
Male					
Female					
Asian/Pacific Islander	0	0	0	0	0
Male					
Female					
Black (Non-Hispanic)	0	0	0	0	0
Male					
Female					
Hispanic	0	0	0	0	0
Male					
Female					
White (Non-Hispanic)	0	0	0	0	0
Male					
Female					
Other/Unknown	0	0	0	0	0
Male					
Female					
Totals: Male	0	0	0	0	0
Female	0	0	0	0	0
Grand Total:	0	0	0	0	0

Command Assessment Data Matrix

	Retention	Advancement	Discipline	
Survey				
Additional Questions				
Summary				

# Standard Mean Matrix (Military)

Category	Ques.	WUT	BLK	API	HIS	OTH	MIN	Male	Female	Officers	Enlisted	Total	Navy Mean
# of Respondents							01					0	
Advancement	1						#DIV/0!						3.21
	2						#DIV/0!						3.58
	*3						#DIV/0!						2.98
Discrimination	1						#DIV/0!						3.94
	*2						#DIV/0!						4.09
	*3						#DIV/0!						4.16
	*4						#DIV/0!						4.16
	*5						#DIV/0!						4.08
	*6						#DIV/0!						4.05
	*7						#DIV/0!						4.16
Grievances	1						#DIV/0!						3.53
	2						#DIV/0!						3.38
	3						#DIV/0!						3.49
	4						#DIV/0!						4.09
Sexual Harassment	*1						#DIV/0!						3.63
	2						#DIV/0!						4.17
	3						#DIV/0!						4.15
	4						#DIV/0!						3.92
	5						#DIV/0!						3.81
IEO/SH Training	1Yes						#DIV/0!						74%
	No						#DIV/0!						21%
	DK						#DIV/0!						5%
	2Yes						#DIV/0!						85%
	No						#DIV/0!						4%
	DK						#DIV/0!						1%
	3Yes						#DIV/0!						72%
	No						#DIV/0!						3%
	DK						#DIV/0!						25%
	1						#DIV/0!						3.33
Retention	2						#DIV/0!						2.59
	*3						#DIV/0!						3.25
	4						#DIV/0!						3.25
							#DIV/0!						3.25



# Standard Mean Matrix (Military)

Category	# of Respondents	Ques.	WHT	BLK	API	HIS	OTH	MIN	Male	Female	Officers	Enlisted	Total	Navy Mean
Discipline	1	1	0	0	0	0	0	#DIV/0!	0	0	0	0	0	3.41
	2							#DIV/0!						3.84
	*3							#DIV/0!						4.00
	*4							#DIV/0!						4.00
Extremist Groups	1	1						#DIV/0!						^
	2							#DIV/0!						^
	*3							#DIV/0!						^
	*4							#DIV/0!						^
	*5							#DIV/0!						^
	*6							#DIV/0!						^
	*7							#DIV/0!						^
Alcohol & Harassment	*1							#DIV/0!						^
	*2							#DIV/0!						^

\*Item has been reverse scored.  
^Norms for these items not currently available.

# Standard Mean Matrix (Civilian)

Category	Ques.	WHT	BLK	API	HIS	OTH	MIN	Male	Female	GS	WS	Total	Navy Mean
# of Respondents							0					0	
Advancement	1						#DIV/0!						A
	2						#DIV/0!						A
	*3						#DIV/0!						A
Discrimination	1						#DIV/0!						A
	*2						#DIV/0!						A
	*3						#DIV/0!						A
	*4						#DIV/0!						A
	*5						#DIV/0!						A
	*5						#DIV/0!						A
	*7						#DIV/0!						A
Grievances	1						#DIV/0!						A
	2						#DIV/0!						A
	3						#DIV/0!						A
	4						#DIV/0!						A
Sexual Harassment	*1						#DIV/0!						A
	2						#DIV/0!						A
	3						#DIV/0!						A
	4						#DIV/0!						A
	5						#DIV/0!						A
EO/SH Training	1Yes						#DIV/0!						A
	No						#DIV/0!						A
	DK						#DIV/0!						A
	2Yes						#DIV/0!						A
	No						#DIV/0!						A
	DK						#DIV/0!						A
	3Yes						#DIV/0!						A
	No						#DIV/0!						A
	DK						#DIV/0!						A
Work Issues/Supervision	1						#DIV/0!						A
	2						#DIV/0!						A
	3						#DIV/0!						A
	4						#DIV/0!						A
	5						#DIV/0!						A
	6						#DIV/0!						A
Category	Ques.	WHT	BLK	API	HIS	OTH	MIN	Male	Female	GS	WS	Total	Navy Mean

### Standard Mean Matrix (Civilian)

[illegible]

\*Item has been reverse scored.

**^Norms for these items not currently available.**

# Standard Mean Matrix (Alcohol-Related Items)

Category	Ques.	WHT	BLK	API	HIS	OTH	MIN	Male	Female	Military	Civilian	Total	Navy Mean
# of Respondents							0					0	
Alcohol Policy and Training	1						#DIV/0!						
	2						#DIV/0!						
Alcohol and Chain of Command	1						#DIV/0!						
	2						#DIV/0!						
	3						#DIV/0!						
	4						#DIV/0!						
	5						#DIV/0!						
DAPA	1						#DIV/0!						
	2						#DIV/0!						
	3						#DIV/0!						
	4						#DIV/0!						

\*Item has been reverse scored.

\*Norms for these items not currently available.

Command Assessment Data Matrix

	Retention	Advancement	Discipline
Interviews			
Additional Questions			
Summary			

Command Assessment Data Matrix

	Retention	Advancement	Discipline
Observations			
Additional Questions			
Summary			

### Command Assessment Data Matrix

Goal/Problem Statement		Overall Responsibility	
<div> <div>Start Date:</div> <div>Review Date:</div> <div>Review Date:</div> <div>Review Date:</div> <div>Completion Date:</div> </div>			

RESPONSE SHEET (Military)

## DEMOGRAPHICS

a. 1 2

b. 1 2 3 4

c. 1 2

d. 1 2 3 4 5 6

## ADVANCEMENT

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

## DISCRIMINATION

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

5. 1 2 3 4 5 N/A

6. 1 2 3 4 5 N/A

7. 1 2 3 4 5 N/A

## GRIEVANCE/COMPLAINTS

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

## SEXUAL HARASSMENT

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

5. 1 2 3 4 5 N/A

## EO/SH TRAINING

	Yes	No	Don't Know/ Not Applicable
1.	1	2	3
2.	1	2	3
3.	1	2	3

## RETENTION/TRANSITION

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A

## DISCIPLINE

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A

## EXTREMIST/HATE GROUPS

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A
5.	1	2	3	4	5	N/A
6.	1	2	3	4	5	N/A
7.	1	2	3	4	5	N/A

## ALCOHOL &amp; HARASSMENT

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A

## ALCOHOL POLICY TRAINING

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A



**ALCOHOL & CHAIN OF COMMAND**

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A
5.	1	2	3	4	5	N/A

**DAPA**

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A

**COMMAND SPECIFIC ESSAY QUESTIONS**

⇒ If you require more space for your response, attach an additional sheet of papers.

---

1. Are there other equal opportunity issues or concerns at this command that were not included in this survey? If yes, briefly explain what they are.

**RESPONSE SHEET** (Civilian)**DEMOGRAPHICS**

a. 1 2

b. 1 2 3 4

c. 1 2 d. 1 2

e. 1 2 3 4 5 6

**ADVANCEMENT**

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

**DISCRIMINATION**

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

5. 1 2 3 4 5 N/A

6. 1 2 3 4 5 N/A

7. 1 2 3 4 5 N/A

**GRIEVANCE/COMPLAINTS**

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

**SEXUAL HARASSMENT**

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

5. 1 2 3 4 5 N/A

**EO/SH TRAINING**

	Yes	No	Don't Know/ Not Applicable
1.	1	2	3
2.	1	2	3
3.	1	2	3

**WORK ISSUES/SUPERVISION**

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A
5.	1	2	3	4	5	N/A
6.	1	2	3	4	5	N/A

**DIVERSITY ISSUES**

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A
5.	1	2	3	4	5	N/A
6.	1	2	3	4	5	N/A

**EXTREMIST/HATE GROUPS**

1.	1	2	3	4	5	N/A
2.	1	2	3	4	5	N/A
3.	1	2	3	4	5	N/A
4.	1	2	3	4	5	N/A
5.	1	2	3	4	5	N/A
6.	1	2	3	4	5	N/A
7.	1	2	3	4	5	N/A

7. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

#### ALCOHOL & HARASSMENT

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

#### ALCOHOL POLICY TRAINING

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

#### ALCOHOL & CHAIN OF COMMAND

1. 1 2 3 4 5 N/A

#### ALCOHOL & CHAIN OF COMMAND (cont'd)

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

5. 1 2 3 4 5 N/A

#### DAPA

1. 1 2 3 4 5 N/A

2. 1 2 3 4 5 N/A

3. 1 2 3 4 5 N/A

4. 1 2 3 4 5 N/A

### COMMAND SPECIFIC ESSAY QUESTIONS

⇒ If you require more space for your response, attach an additional sheet of papers.

1. Are there other equal opportunity issues or concerns at this command that were not included in this survey? If yes, briefly explain what they are.

## **INTERVIEW PROCESS WORKSHEET**

**IMPORTANT!!** This worksheet is not intended to be handed out to interviewees. It is a guide for the interviewers use.

### **INTRODUCTION:**

- 1 -- Have pen or pencil ready --- Personal Greeting. Good morning/afternoon/evening! Use proper military/civilian titles.
- 2 -- I am ....., a member of the Command Assessment Team (CAT). We are conducting the command's annual equal opportunity assessment. We are now in the interview process. The interviews are used to validate the survey which you may have just recently completed.
- 3 -- You were chosen to represent a cross section of the command.
- 4 -- This information will be maintained by the CAT and is not for public viewing.
- 5 -- I must remind you of my responsibility to report all violations of Navy Regulation and the UCMJ. If I feel you are getting into an area that could be considered a violation I will tell you up front.
- 6 -- I have only a few questions. We should complete the interview in 5-10 minutes.
- 7 -- Do you have any questions for me before we start?
- 8 -- Is it OK if I take notes?

**BODY:**

9 -- Feel free to use probing questions -- why, how, where, what -- to enhance and delve deeper into the data you receive.

DEMOGRAPHICS:

Paygrade: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

Gender: \_\_\_\_\_

Department: \_\_\_\_\_

Time Onboard: \_\_\_\_\_ years \_\_\_\_\_ months

Enter your command specific interview questions in the space below.

## **INTERVIEW PROCESS WORKSHEET**

### **CLOSURE:**

10 -- Let me read back your responses to ensure I have documented them properly.

11 -- Is there anything you would like to add or delete? Do you have any other questions?

12 -- Again, this information will be used only by the CAT members to validate data already collected as a part of the annual EO assessment.

13 -- I appreciate your time in answering these questions.

14 -- That concludes our interview. Thank you very much for your time.

**DISCRIMINATION/SEXUAL HARASSMENT INCIDENT REPORT**  
Input Sheet for DASH Program

**GENERAL INFORMATION**

1. Date reported: \_\_\_\_\_ 2. Incident No: UIC \_\_\_\_\_ FY \_\_\_\_\_ SEQ \_\_\_\_\_
3. Type of report: ☐ Initial ☐ Continuation(status) ☐ Final
4. Name of person and command submitting report (POC) \_\_\_\_\_  
\_\_\_\_\_
5. UIC of recipient's command (if dependent, UIC of sponsor's command) \_\_\_\_\_
6. Date of incident: From \_\_\_\_\_ To \_\_\_\_\_
7. Type of discrimination: ☐ Sexual Harassment ☐ Sex(Gender)  
☐ Racial/Ethnic ☐ Religious
8. Incident location: ☐ Aboard ship, at sea  
(Select one) ☐ Aboard Ship, in port  
☐ Off-base, Overseas  
☐ Off-base, CONUS  
☐ Off-base, Overseas  
☐ On-base, CONUS  
☐ Other

---

**RECIPIENT INFORMATION**

1. Gender: M/F 2. Paygrade: \_\_\_\_\_
3. Race: ☐ American Indian/Alaskan Native  
☐ Asian American/Pacific Islander  
☐ Black (Non-Hispanic)  
☐ Hispanic  
☐ White (Non-Hispanic)  
☐ Other(Specify \_\_\_\_\_)
4. Military/Civilian Status: ☐ Military ☐ Civilian ☐ Family member
5. Were Alcohol or Drugs a contributing Factor? ☐ Alcohol ☐ Drugs

### OFFENDER INFORMATION

1. Gender: M/F      2. Paygrade: \_\_\_\_      3. Time in Service: \_\_\_\_

4. Race: ☐ American Indian/Alaskan Native  
☐ Asian American/Pacific Islander  
☐ Black (Non-Hispanic)  
☐ Hispanic  
☐ White (Non-Hispanic)  
☐ Other (Specify \_\_\_\_\_)

5. Relationship to recipient:

- ☐ Spouse
- ☐ Family Member (other than spouse)
- ☐ Acquaintance/Friend
- ☐ Shipmate/Co-worker
- ☐ Supervisor
- ☐ Girlfriend/ Boyfriend
- ☐ No Known Relationship (i.e., stranger)
- ☐ Other (Specify )

6. Were Alcohol or Drugs a contributing Factor?      Alcohol  
     Drugs

7. Repeat Offender: Yes/No (If yes, how many incidents: \_\_\_\_\_)

### DESCRIPTION OF INCIDENT

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CLOSURE CODE  
(CHECK ONLY IF THIS IS THE CLOSING REPORT)

       Substantiated           Unsubstantiated

1. If substantiated, what was awarded to offender:

       NJP Article(s): \_\_\_\_\_

Awarded: \_\_\_\_\_

Administrative Separation: Yes/No

       Courts-Martial Type: Special/General

Awarded: \_\_\_\_\_

Was offender Discharged: Yes/No (If yes, what type) \_\_\_\_\_

Date Reported. This is the date the incident is reported, or date entered into the DASH system.

Type of report. If this is a status report of an ongoing incident, check continuation.

UIC. If UIC of command submitting report is different from the UIC of the recipient's command, please provide UIC of recipient's command. If the recipient is a civilian family member, please provide UIC of the sponsor's command.

Date of Incident. From: This is the date the incident becomes reportable.

To: This is the date the report is officially closed out. Leave field blank to indicate that the incident has not been resolved.

Race. Please provide race of recipient and offender, regardless of the type of discrimination.

Closure code. All reports must be followed through until the incident has been resolved. Incident resolution may be administrative or judicial. Regardless, a closure report must be sent to the chain of command to indicate whether or not the original complaint was substantiated.

## RAPE AND SEXUAL ASSAULT INCIDENT REPORT

### A. GENERAL INFORMATION:

1. Date Reported: \_\_\_\_\_ (Da/Mo/Yr..)
  2. Type of Report: ☐ Initial ☐ Continuation(status) ☐ Final
  3. Name of Person and Command Submitting Report (POC)  
(Full name, Rank, and Phone Number):
- 

Command/FSC affiliation: ☐ USN ☐ USMC

4. Incident Report Number: UIC \_\_\_\_\_ FY \_\_\_\_\_ SEQ \_\_\_\_\_  
(i.e. 00070-95-0001)
- NCIS/CID Case Control Number: \_\_\_\_\_

Initial OPREP-3 DTG: \_\_\_\_\_

**NOTE:** An incident will always retain the same incident report number regardless of whether reporting responsibility is transferred to another installation including follow-up reports (updates).

### B. RECIPIENT INFORMATION:

- |  |  |
|--|--|
| 1. (a) Affiliation:                            | (b) Status:  |
| <input type="checkbox"/> USN                   | <input type="checkbox"/> Active Duty   |
| <input type="checkbox"/> USMC                  | <input type="checkbox"/> Reservist on ACDUTRA                                |
| <input type="checkbox"/> USAF                  | <input type="checkbox"/> Family Member (ACDU)                                |
| <input type="checkbox"/> USA                   | <input type="checkbox"/> Family Member                                       |
| <input type="checkbox"/> DOD Employed Civilian | <input type="checkbox"/> Retired   |
| <input type="checkbox"/> Civilian              | <input type="checkbox"/> Civilian Family Member<br>(no military affiliation) |

(c) ~~Pay grade~~: \_\_\_\_\_

2. Age: \_\_\_\_ 3. Gender: M/F

4. Race: ☐ White ☐ American Indian/Alaskan Native  
☐ Black ☐ Asian/Pacific Islander  
☐ Hispanic ☐ Other \_\_\_\_\_

5. (a) Initial contact/entry into Naval system:

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Medical Treatment Facility      | <input type="checkbox"/> FSC      |
| <input type="checkbox"/> Base/Command Security/MP        | <input type="checkbox"/> Chaplain |
| <input type="checkbox"/> Duty Office/Quarter-deck        | <input type="checkbox"/> Other    |
| <input type="checkbox"/> Civilian Law Enforcement Agency |                                   |

(b) Date of initial contact: \_\_\_\_\_ (Da/Mo/Yr)

6. Did the victim receive initial medical examination? Yes/No

7. Was the victim referred for additional medical care following initial physical examination/evidence collection? Yes/No

8. Was victim referred for counseling? Yes/No

If yes, was counseling rendered at a civilian or military facility? Mil/Civ

9. Use of Alcohol? Yes/No/Unknown      Drugs? Yes/No/Unknown

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**C. OFFENDER INFORMATION** (If known): If more than one, use OFFENDER INFORMATION-INVESTIGATION/RESOLUTION Continuation Sheets.

1. Offender is : Known/Unknown

(a) Number of Offenders: \_\_\_\_\_

(b) Offender Number: \_\_\_\_ of \_\_\_\_

2. (a) Affiliation:

- ☐ USN
- ☐ USMC
- ☐ USAF
- ☐ USA
- ☐ DOD Employed Civilian
- ☐ Civilian

(b) Status

- ☐ Active Duty
- ☐ Reservist on ACDUTRA
- ☐ Family Member (ACDU)
- ☐ Family Member
- ☐ Retired
- ☐ Civilian Family Mbr  
(no military affiliation)

3. Age: \_\_\_\_\_

4. Gender: M/F

5. Race: ☐ White    ☐ American Indian/Alaskan Native  
☐ Black    ☐ Asian/Pacific Islander  
☐ Hispanic    ☐ Other \_\_\_\_\_

6. Relationship to Victim: ☐ Ex-Spouse  
☐ Family Member(other than spouse)  
☐ Acquaintance/Friend  
☐ Shipmate/Co-worker  
☐ Girlfriend/Boyfriend  
☐ No Known Relationship  
(i.e., Stranger)  
☐ Other (specify \_\_\_\_\_)

7. Use of Alcohol? Yes/No/Unknown  
Use of Drugs? Yes/No/Unknown  
Use of Weapon? Yes/No/Unknown

8. Type of Assault: ☐ Rape ☐ Forcible Sodomy  
☐ Indecent Assault ☐ Forcible Sodomy (same gender)  
☐ Assault with intent to commit Rape  
☐ Assault with intent to commit Sodomy

9. If the offender is found guilty, does the victim want to be notified of the offenders release?  
Yes/No/Unknown

#### D. ASSAULT DYNAMICS/CIRCUMSTANCES

1. Date of Assault: \_\_\_\_\_

2. Location of Assault: (Check all that apply)

- ☐ On-base, US ☐ Off-base, US ☐ Aboard ship, at sea  
☐ On-base, overseas ☐ Off-base, Overseas ☐ Aboard ship, in port

#### E. INTERVENTION

1. Did victim advocate assist the victim through the following proceedings?

☐ Medical ☐ Investigation ☐ Legal If none, why? \_\_\_\_\_

2. Was advocate of the same gender? Yes/No

3. Victim's willingness to assist with investigation/prosecution. (Mark as many Statements as appropriate) ☐ Will (or did) submit to medical examination/evidence collection  
☐ Statement given to law enforcement  
☐ Willing to assist with prosecution  
☐ Willing to testify against offender  
☐ Unwilling to provide evidence to law enforcement

Optional Screen: Unwillingness reasons

- |   |  |
|---|--|
| <input type="checkbox"/> Fear of reprisal by offender                       | <input type="checkbox"/> Fear of reprisal by Superiors/peers |
| <input type="checkbox"/> Fear of adverse effect on career advancement       | <input type="checkbox"/> Fear of not being believed          |
| <input type="checkbox"/> Did not want others to know about assault          | <input type="checkbox"/> Embarrassment                       |
| <input type="checkbox"/> Desire to avoid retelling, defend victim's actions | <input type="checkbox"/> Unknown                             |
|   | <input type="checkbox"/> Other, specify _____                |

F. INVESTIGATION/RESOLUTION If more than one, use OFFENDER INFORMATION-INVESTIGATION/RESOLUTION Continuation Sheets.

1. Lead Criminal investigative agency:

- ☐ NCIS
- ☐ U.S. civilian law enforcement
- ☐ Foreign civilian law enforcement
- ☐ Command Security/Military Police
- ☐ Other: \_\_\_\_\_

2. Criminal investigation results:

- (a) Was investigation initiated? Yes/No
- (b) Status: ☐ In progress ☐ Completed
- (c) Results: ☐ Resolved/Substantiated
- ☐ Unfounded/unsubstantiated
- ☐ Unresolved
- ☐ False Report

3. Offender disposition:

- (a) Administrative: ☐ NonJudicial Punishment(NJP)
- ☐ Administrative Separation Processing (Initiated/Completed)
- ☐ No action taken
- ☐ Other: \_\_\_\_\_
- ☐ Separation in lieu of trial
- (b) Judicial: ☐ Summary Court-Martial
- ☐ Special Court-Martial
- ☐ General Court-Martial
- ☐ Civilian Trial

4. Results of court-martial/civilian trial:

- |   |   |
|---|---|
| <input type="checkbox"/> Guilty               | <input type="checkbox"/> Mistrial       |
| <input type="checkbox"/> Not Guilty/Acquitted | <input type="checkbox"/> Case Dismissed |

5. Charges convicted of:

- ☐ Rape ☐ Forcible Sodomy  
☐ Indecent Assault ☐ Forcible Sodomy(same gender)  
☐ Other: (i.e. Assault with intent to commit Rape/sodomy)  
☐ Not convicted of sexual offense

6. If offender was found guilty, results:

- (a) Military: ☐ Discharged ☐ Confinement/Imprisonment  
☐ Forfeiture/fine ☐ Reduction in paygrade/  
☐ Other ☐ Loss of lineal number

- (b) Civilian courts: ☐ Confinement ☐ Fine  
☐ Counseling ☐ Other \_\_\_\_\_

7. Did convening authority approve the results of the courts-martial? Yes/No  
Specify approved results:

G. Comments

H. Case History, Enter related OPREP AND/OR SITREP

I. OFFENDER INFORMATION-INVESTIGATION/RESOLUTION Continuation sheet

Incident Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. (a) Number of Offenders: \_\_\_\_\_ (b) Offender Number: \_\_\_\_ of \_\_\_\_

2. (a) Affiliation: (b) Status:

- |  |   |
|--|---|
| <input type="checkbox"/> USN                   | <input type="checkbox"/> Active Duty            |
| <input type="checkbox"/> USMC                  | <input type="checkbox"/> Reservist on ACDUTRA   |
| <input type="checkbox"/> USAF                  | <input type="checkbox"/> Family Member (ACDU)   |
| <input type="checkbox"/> USA                   | <input type="checkbox"/> Family Member          |
| <input type="checkbox"/> DOD Employed Civilian | <input type="checkbox"/> Retired                |
| <input type="checkbox"/> Civilian              | <input type="checkbox"/> Civilian Family Member |
| (no military affiliation)                      |   |

3. Age: \_\_\_\_\_

4. Gender: M/F

5. Race: ☐ White

☐ American Indian/Alaskan Native

☐ Black

☐ Asian/Pacific Islander

☐ Hispanic

☐ Other \_\_\_\_\_

6. Relationship to Victim: ☐ Ex-Spouse

☐ Family Member(other than spouse)

☐ Acquaintance/Friend

☐ Shipmate/Co-worker

☐ Girlfriend/Boyfriend

☐ No Known Relationship

(i.e., Stranger)

☐ Other (specify \_\_\_\_\_)

7. Use of Alcohol? Yes/No/Unknown

Use of Drugs? Yes/No/Unknown

Use of Weapon? Yes/No/Unknown

8. Type of Assault: ☐ Rape

☐ Forcible Sodomy

☐ Indecent Assault ☐ Forcible Sodomy (Same gender)

☐ Assault with intent to commit Rape

☐ Assault with intent to commit Sodomy

9. If the offender is found guilty, does the victim want to be notified of the offenders release?  
Yes/No/Unknown

**J. INVESTIGATION/RESOLUTION** If more than one, use OFFENDER  
INFORMATION-INVESTIGATION/RESOLUTION Continuation Sheets.

1. Lead Criminal investigative agency:

☐ NCIS

☐ U.S. civilian law enforcement

☐ Foreign civilian law enforcement

☐ Command Security/Military Police

☐ Other: \_\_\_\_\_

2. Criminal investigation results:

(a) Was investigation initiated? Yes/No

(b) Status: ☐ In progress ☐ Completed

(c) Results ☐ Resolved/Substantiated

☐ Unfounded/unsubstantiated

☐ Unresolved

☐ False Report

3. Offender disposition:

- (a) Administrative: ☐ NonJudicial Punishment(NJP)  
☐ Administrative Separation Processing  
(Initiated/Completed)  
☐ No action taken  
☐ Other: \_\_\_\_\_  
☐ Separation in lieu of trial

- (b) Judicial: ☐ Summary Court-Martial  
☐ Special Court-Martial  
☐ General Court-Martial  
☐ Civilian Trial

4. Results of court-martial/civilian trial:

- ☐ Guilty ☐ Not Guilty/Acquitted  
☐ Mistrial ☐ Case Dismissed

5. Charges convicted of:

- ☐ Rape ☐ Forcible Sodomy  
☐ Indecent Assault ☐ Forcible Sodomy(same gender)  
☐ Other: (i.e. Assault with intent to commit Rape/sodomy)  
☐ Not convicted of sexual offense

6. If offender was found guilty, results:

- (a) Military: ☐ Discharged ☐ Confinement/Imprisonment  
☐ Forfeiture/fine ☐ Reduction in paygrade/  
☐ Other \_\_\_\_\_ Loss of Lineal number
- (b) Civilian courts: ☐ Confinement ☐ Fine  
☐ Counseling ☐ Other \_\_\_\_\_

7. Did convening authority approve the results of the courts-martial? Yes/No  
Specify approved results:

K. Comments



L. Case History. Enter related OPREP AND/OR SITREP

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